

Subject: 2010-11 Professional Development Registration Dates and Process

Dear Program Directors,

Full-time staff registration: April 15-May 1, 2010

Part-time staff registration: May 2-May 15, 2010

Registration closed: May 16, 2010

KYAE professional development (PD) registration begins this month! We have two different registration periods. **Full-time staff must register first.** We've scheduled enough institute cohorts and tracks to serve all full-time instructional staff, but if they wait and register after May 1, they run the risk of having to travel far from their region to fulfill next year's PD requirements.

Part-time staff must wait until May 2 to begin registering. If there is still space in an institute, part-time staff may register for one of them instead of completing online courses. Program directors should use the planning time between now and May 2 to determine if they want their part-time staff to attend an institute and which online course(s) they will take if attending an institute is not possible.

Take the time between now and April 15 to learn the [KYAE 2010-11 Professional Development Requirements](#), the new registration process using the KYAE [Professional Development Catalog](#) and the PD Process Dates and Deadlines.

If you have questions about the PD requirements, please contact Joyce Bullock at Joyce.Bullock@ky.gov or 502.573.5114, ext. 118. If you have any questions about registering using the KYAE PD Catalog, please contact Toni.Quire@ky.gov or 502.573.5114, ext. 113.

Changes in the KYAE 2010-11 Professional Development Model include:

- Instructors and instructor aides who instruct less than 50 hours per year are **not** required to take KYAE professional development.
- Staff may register for the **Geometry Content** or the **Number Sense Content** tracks April 15-May 1. These tracks will kick off in January 2011. They will have six (instead of five) days of face-to-face training. The rest will be online. Plan for these tracks to be more intensive than the instructional/pedagogy tracks. KYAE will offer the content tracks for a limited time; please do not expect to see **Geometry Content** or **Number Sense Content** tracks offered in the future.
- Participants may not retake courses taken within the past three years without KYAE approval.
- Excluding the 1st Year Instructor Institutes and the content tracks, all institutes and tracks will begin in July or August 2010. The 1st Year Instructor Institutes will be for full-time instructional staff hired after December 31, 2009.
- All online introductory work (pre-tests and pre-work) must be completed at least one week prior to a track or institute kickoff.
- Except for the 1st Year Instructor Institutes and the content tracks, all institutes will have the same number of face-to-face events:
 - 2-day kickoff

- 2-day continuation training
 - 1-day showcase
- The 2nd Year Instructor Institute will replace the 2nd-3rd Year Instructor Institute. Full-time instructional staff hired between January 1, 2009 and December 31, 2009 will attend the 2nd Year Institute. Those hired prior to January 1, 2009 will attend the Experienced Instructor Institute.
- As space permits in the scheduled institutes, the instructor institutes will be open to part-time instructional staff.

Clarifications to the KYAE 2010-11 Professional Development Model include:

- Program directors PD requirements are now set by the years of experience in adult education. See the [KYAE 2010-11 Professional Development Requirements](#) for program directors.
- Clerks and instructor aides without instructional duties (tutoring, reviewing work with students) are exempt from 2010-11 professional development.
- Those full-time staff hired in January 2010 who completed the 2009-10 1st Year Instructor Institute will attend the 2nd Year Instructor Institute in 2010-11.
- The list of online course(s) required for part-time staff is set by years of experience in adult education. See the [KYAE 2010-11 Professional Development Requirements](#) for part-time instructional staff.